

ENVIRONMENTAL REVIEW RECORD CHECKLIST



Date:

Grantee:

DR Contact Number:

Project Title:

Project Location (City, County, State):

Prepared by:

Reviewed by:

Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
NEPA Review				
Are all forms for the specified NEPA classification included? Yes No				
Exempt/CE (Not Subject to 58.5) Project:				
HUD exempt/CENST Form? Yes No				
Project location sufficient? Yes No				
Project description sufficient? Yes No				
Funding information correct? Yes No				
CE (Subject to 58.5) Project:				
HUD CEST form included? Yes No				
Project converts to exempt ? Yes No				
Project location sufficient and mapped? Yes No				
Project description sufficient? Yes No				
Evidence of publication of NOI/RROF? Yes No				
RROF and certification? Yes No				
EA Project:				
HUD EA form? Yes No				
Project information correct? Yes No				
Project locations correct and mapped? Yes No				
Project description sufficient? Yes No				
Alternatives analysis complete? Yes No				
Purpose and need completed? Yes No				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Existing Conditions and Trends Complete? Yes No				
Funding Information Correct? Yes No				
RROF and Certification? Yes No				
Evidence of Publication of FONSI and RROF? Yes No				
Acquisition				
Does the project include acquisition? Yes No				
If so, was the property acquired prior to application or is there a plan to acquire property? Yes No				
Public Notices				
Is there proof of publication for the NOI/RROF or the FONSI and RROF? Yes No				
Is there a sufficient comment period? (Published – 7 days for a CE, 15 days for an EA; Posted – 10 days for a CE, 18 days for an EA) Yes No				
Does the comment period end on a weekend or holiday? Yes No				
Did the RE sign the RROF after the end of the public comment period? Yes No (If no, the RROF must be resigned and dated after the end of the comment period)				
Is the “On or about” date at least one day after the end of the comment period? Yes No				
Was the notice published in a newspaper that is circulated in the project area? Yes No				
Airport Hazards				
Airport Hazards present? Yes No				
Map included? Yes No				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Coastal Barrier Resources				
Within a coastal barrier? Yes No				
CBRS Unit #:				
Map included? Yes No				
Flood Zone				
Within floodplain? Yes No				
Zone:				
Map included? Yes No				
Flood insurance needed? Yes No				
Clean Air				
Nonattainment Area? Yes No				
Mitigation required? Yes No				
Coastal Zone Management				
Within coastal zone management area? Yes No				
If yes, has coordination with the Texas GLO Coastal occurred? Yes No				
Has GLO responded with concurrence? Yes No				
Consultation package and maps included? Yes No				
Contamination and Toxic Substances				
Was an adequate database search conducted with all necessary resources? Yes No				

Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Flammable/explosive materials? Yes No				
Petroleum Storage Tanks (PST)				
<input type="checkbox"/> Leaking Petroleum Storage Tanks (LPST)				
Toxic Chemicals? Yes No				
National priorities list (NPL)				
Brownfields Management System (BF)				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)				
Resource Conservation and Recovery Act – Corrective Action (RCRAC)				
Resource Conservation and Recovery Act – Generator (RCRAG)				
Closed and Abandoned Landfill Inventory (CALF)				
Municipal Solid Waste Landfill Sites (MSWLF)				
Brownfields Site Assessments (BSA)				
State superfund (SF)				
Radioactive materials? Yes No				

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Radiation Information Database (RADInfo)				
Industrial and Hazardous Waste (IHW)				
Visual Site Inspection				
In addition to the databases researched above, were the following areas of concern assessed for Presence/Absence at the project site: Underground Storage Tank? Yes No				
Above-ground Storage Tank? Yes No				
Illegal dumping or landfills in close proximity? Yes No				
Were photographs taken of areas of concern? Yes No				
Were distance and proximity of areas of concern noted? Yes No				
Were interviews needed for the property history? Yes No				
If so, were they conducted? Yes No				
Are the following indicators on-site: Visual evidence of stressed vegetation noted? Yes No				
Soil staining? Yes No				
Leaking or corroded storage barrels? Yes No				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Electrical equipment that may contain PCBs discussed? Yes No				
Is there a need for further investigation? Yes No				
Was proper analysis of the identified hazardous materials sites completed and outlined in the ERR? Yes No				
Were conclusions and recommendations regarding potential hazardous material issues made? Yes No				
Endangered Species				
Is there an accurate description of the existing habitat on and adjacent to the project site? Yes No				
Have both the TPWD & USFWS threatened and endangered species lists been reviewed and evaluated for the project area, and attached to the document? Yes No				
Is the USFWS iPaC report included? Yes No				
Are there any T&E species and/or their habitat located within the project area? Yes No				
Is critical habitat per USFWS present? Yes No				
Map included? Yes No				
If necessary, has consultation been initiated with USFWS and/or TPWD? Yes No				
Consultation complete? Yes No				
If necessary, has consultation been initiated with National Marine and Fisheries Service? Yes No				
Consultation complete? Yes No				
Migratory Birds				
Is there migratory bird habitat, within or adjacent, to the project area? Yes No				
Has coordination been initiated with the Migratory Bird Program Office? Yes No				
If applicable, were bridges inspected for bird or bat colonies? Yes No				
Have MBTA BMP's been incorporated into the document? Yes No				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Explosive and Flammable Hazards				
Was there a 100 gallon or larger Above-ground Storage Tank within 1 mile of the project site? Yes No				
If yes, is the project at a location/place where people congregate? Yes No				
If yes, was the Acceptable Separation Distance tool utilized? Yes No				
Was the project an acceptable distance from the potential hazard? Yes No				
If a site was not an acceptable distance were proper mitigation measures included in the project? Yes No				
Farmlands Protection				
Is project located within the city limits? Yes No				
Are active farmlands present? Yes No				
Are prime farmlands present? Yes No				
Is the domain crop listed? Yes No				
Is Form AD 1006 Farmland Conversion Impact Rating for noted if impacts are anticipated? Yes No				
Floodplain Management				
Have FIRM maps been included for each location? Yes No				
Are FIRM panel numbers referenced? Yes No FIRM # _____				
Is project within the 100-year floodplain? Yes No				
Is the project within the 500-year floodplain? Yes No				
Is project a critical action in the 100 or 500-year floodplain? Yes No If yes, has mitigation and modifications been incorporated into the project design? Yes No				
Has the 5-step Floodplain process been completed? Yes No				
Have alternatives been adequately developed? Yes No				
Are there reasonable alternatives outside of the floodplain? Yes No				
Are the necessary floodplain public notices published? Yes No				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



Item	Section in Document	Comment	How addressed (or why not)	New Pg/Section
Do the public notices mention the specific flood zone, acreage of the project, and alternatives? Yes No				
Historic Preservation (above-ground resources)				
Is the project activity exempt from SHPO review per GLO/THC PA? Yes No				
If so, has the PA been applied appropriately? Which article applies? Yes No				
If not, was the project reviewed by SHPO? Yes No				
What was SHPO's determination? No historic properties affected No adverse effect Adverse effect				
Archeology Review (below-ground resources)				
Is the project activity exempt from SHPO review per GLO/THC PA? Yes No				
If so, has the PA been applied appropriately? Which article applies? Yes No				
If not, was the project reviewed by SHPO? Yes No				
What was SHPO's determination? No historic properties affected No adverse effect Adverse effect				
Tribal Review				
TDAT searched? Yes No				
Coordination with tribe completed? Yes No				
Noise Abatement and Control				
Is the project a noise-sensitive use? Yes No				
Was a noise calculation performed? Yes No				
Is mitigation required? Yes No				
Sole Source Aquifers				
Is the project near a sole Source Aquifer? Yes No Maps included? Yes No				
Wetlands				
Are wetlands present? Yes No				
Are the locations of the wetlands mapped on NWI maps? Yes No				
Has the 8-Step Process been completed for the wetlands? Yes No				
Have reasonable alternatives been adequately developed? Yes No				

ENVIRONMENTAL REVIEW RECORD CHECKLIST (cont.)



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Are there reasonable alternatives outside the wetland boundaries? Yes No				
Is a USACE NWP permit needed? Yes No If yes, which permit? _____ Is a PCN required? Yes No				
Is an Individual Permit needed? Yes No If so, has the permit been obtained? Yes No Permit # _____ Expiration date: _____				
Is the approved mitigation plan appended to the document? Yes No				
Wild and Scenic Rivers				
Project near a WSR or inventory river? Yes No Map included? Yes No				
Socioeconomics / land use review				
Are socioeconomic impacts anticipated? Yes No				
Is the EJ Screen tool attached? Yes No				
Will there be new right-of-way or additional easements? Yes No				
For EA's Only:				
EA Factors Worksheet Included? Yes No				
Were additional studies required? Archeological Study Wetland Delineation Biological Assessment Other _____				
Field Site Survey Completed? Yes No Date _____ Photos included? Yes No				
Cumulative impact analysis sufficient? Yes No				
Were at least 3 alternatives included? Yes No				
Summary of Findings and Conclusions? Yes No				
For all Forms:				
Mitigation Measures and Conditions Complete? Yes No				
Form Signed? Yes No				

*This checklist is subject to periodic updates. Please refer to the [HUD Environmental Review](#) webpage for the most current 24 CFR 58 requirements.